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Entity:

Council Member:

Council Member:							
Task	Lead	Completion Date	Comments				
Contact Chair, Schedule Meetings	liaison						
Share all pertinent written project							
information with members in advance of							
meeting	chair & liaison						
			Key information from discussion items will				
			need to be documented and shared with				
Assign documentation responsibility	chair & liaison		other council members.				
Provide background as needed	liaison						
Discuss goals and process	liaison						
Review 17 generic opportunities and							
discuss how change could impact the							
functioning of the specific entity	liaison & members		Document results of discussion				
Review and discuss documented entity							
purpose based on ordinances, by-laws,							
etc.	liaison & members		Document results of discussion				
Share the council's initial view of primary							
purpose and identify any differences							
between council and entity views.	liaison		Document results of discussion				
Discuss the orientation/training process							
and training conducted for members both							
when newly appointed and ongoing.	liaison		Document results of discussion				
Identify any issues or questions for							
council consideration.	members		Document results of discussion				
Discuss any entity specific issues							
identified during the initial data collection							
phase.	liaison & members		Document results of discussion				

Evaluate current procedures to ensure			
compliance with open records and open			
meetings.	members		Report results
Evaluate and discuss procedures to determine if there are potential areas for improvement. Include how meetings are conducted, if attendance is maintained, is audience granted to the public if yes when in the meeting process, etc.	members	RAFT	Document findings The purpose is to ensure, when completed, the goals are measurable, attainable,
Discuss and draft annual goals; if already			meaningful and mutually agreed upon by
available, evaluate and adjust the goals as			members and council. Document results of
deemed appropriate.	members		discussion.